


MILITARY POSITION DESCRIPTION				1. POSITION NUMBER JS3/010B/0128782	
SEE INSTRUCTIONS ON REVERSE SIDE					
2. JOB TITLE Chief, Operations Division		3. PAY GRADE O-5		4. SERVICE <input type="checkbox"/> A <input checked="" type="checkbox"/> N <input type="checkbox"/> AF <input type="checkbox"/> MC	
5. OCCUPATIONAL CODE 1050				6. ORGANIZATION Joint Spectrum Center (JSC)	
7. LOCATION 2004 Turbot Landing Annapolis, MD 21402-5064				8. AUTHENTICATION	
a. SIGNATURE		DATE		b. SIGNATURE	
				c. SIGNATURE	
				DATE	
9. DUTIES (State briefly and clearly)					
a. SUMMARY OF RESPONSIBILITIES					
<p>Division Chief: Directs a mixed staff of 30 personnel including senior staff NCOs and government and contractor civilians who provide on-call, on-site support and training to Combatant Commands and Joint Task Forces (JTFs) on contingency planning for electromagnetic battlespace use in joint operations. Determines intelligence requirements for the JSC. Manages the Joint Spectrum Interference Resolution (JSIR) program. Focal point for space issues and events. Liaison with Joint Chiefs of Staff (JCS/J6) and outside agencies regarding spectrum management software and tools. Reviews spectrum related JCS publications.</p>					
b. SPECIFIC DUTIES (not listed above)					
<p>1. Leads senior NCO/contractor team providing on-call, on-site spectrum management support to Combatant Commands and JTFs. Engages Joint Frequency Management Offices (JFMOs) and Joint Spectrum Management Elements (JSMEs) to improve effectiveness of joint spectrum management in contingency operations and exercises. Deploys as required in support of contingency operations.</p> <p>2. Manages military contractor team (s) providing on-call management and support of the JSIR program. Assists the Services and Combatant Commands in resolving persistent, recurring interference and electronic attack that cannot be resolved at the Service or Combatant Command level.</p> <p>3. Determines Intelligence requirements for the JSC. Establishes and maintains mutually beneficial contact with intelligence functions in other organizations.</p> <p>4. Advises the JSC Commander on issues concerning operational spectrum management and resolution of interference affecting military and national security space systems.</p> <p>5. Knowledgeable in the development and use of the following: background electromagnetic databases, Joint Restricted Frequency Lists, contingency area studies, high frequency propagation predictions, Joint Communications-Electronics Operating instructions and Electronic Warfare (E/W) deconfliction.</p> <p>6. Familiar with the following publications: Joint Operations on the Electromagnetic Battlespace (CJCSM 3220.01); Performing Electronic Attack in the United States and Canada for Test, Training and Exercises (CJCSM 3212.02); Allied Communications Publications (ACP); National Telecommunications & Information Administration (NTIA) regulations and CINC Spectrum Management Manuals.</p> <p>7. Represents the Commander and all other duties as may be required on the Commander's behalf.</p>					
10. QUALIFICATIONS					
a. EDUCATION					
In-residence Joint Professional Military Education (JPME) Phase 1 and Phase 2 desired. Bachelors degree in Engineering or technical field desired. Master's degree in Engineering or technical field desired.					
b. EXPERIENCE					
Previous Joint Duty or JTF experience: Desired					
c. SPECIAL TRAINING					
Electronic Warfare Training: Desired					
d. SPECIAL ATTRIBUTES NEEDED					
Top Secret Security Clearance - Eligible for SCI					
Designated Joint Specialty Officer: Desired					
I CERTIFY THAT THIS POSITION IS NECESSARY AND THIS PD IS ACCURATE					
11. NAME & TITLE (TYPE) Michael F. Carroll, Col, USAF Commander		12. SIGNATURE 			13. DATE 13 Feb 04